# *Exercise Evaluation Guide (EEG) Instructions*

These instructions specifically focus on the use of the HSEEP EEGs. HSEEP Volume III provides comprehensive guidance on exercise evaluation and improvement planning.

EEGs are tools to assist an exercise evaluator by providing consistent standards and guidelines for observation, data collection, analysis, and report writing. There are 34 EEGs which correspond to 34 capabilities defined in the Target Capabilities List (TCL). EEGs allow an evaluator to collect data during an exercise and easily transfer it to a Draft After-Action Report (AAR) after the exercise.

## Using the EEGs: Before an Exercise

Before an exercise, evaluators should familiarize themselves with the EEGs for the capabilities they will observe, including the specific Activities and Tasks based on the objectives of the exercise. The evaluator should know which Activities are being exercised and which jurisdiction-specific Tasks and Performance Measures he or she will be expected to consider. Finally, because the EEG offers minimal space for writing, the evaluator should decide how he or she will take supplemental notes. The goal for an evaluator should be to become familiar with the EEG, feel comfortable with the material covered, and develop a plan for observing key events that address a jurisdiction's specific plans, processes, and procedures.

### Key Terms

***Capability***: A measurable outcome that is achieved through the performance of Critical Tasks. Capabilities describe what must be accomplished in a successful response without designating how it is to be achieved.

***Activity***: A grouping of Tasks with similar functions. Each activity corresponds with a specific capability and describes a general process such as "activate Emergency Operations Center."

***Task***: A specific action that response personnel may perform during the exercise.

***Performance Measure***: Consists of a prescribed action and a quantifiable indicator (usually expressed as a time, percentage, or other quantity).

## Using the EEGs: During an Exercise

During an exercise, evaluators should use the EEG to guide observations and note-taking. Specifically, while observing, the evaluator should:

- **Record the completion of Tasks on the EEG**

  For each Task, evaluators must check the box corresponding to the exercise participants' actions. Was the task "Fully Completed," "Partially Completed," "Not Completed," or was the Task "Not Applicable?" This is not a report card. Rather, it is an objective record of Task completion. The EEG provides a list of Observation Keys below each task. Use of Observation Keys is not required, but evaluators may use the Observation Keys as a reference to assess task performance.

- **Record the demonstration of Performance Measures**

  Following some Tasks, Performance Measures enable the evaluator to record actions as they are performed and compare them to specific targets. Performance measures capture quantifiable performance information such as execution times (e.g. "Time for bomb squad to be dispatched toward the scene") and success rates (e.g. "Percentage of inbound/outbound travelers screened while isolation and quarantine order is in effect.")

- **Record supplemental notes**

  While the EEGs contain an extensive list of Activities and Tasks designed to help guide evaluators' observations, evaluators should also record supplemental notes during exercise play. Very little note-taking space is provided on the EEG itself, so evaluators should plan to take notes or record observations using some other medium.

## Using the EEGs: After an Exercise

After an exercise is completed, the evaluator should compile his/her EEGs, supplemental notes, and other references and begin to fill out the last section of the EEG, the EEG Analysis Sheets. Evaluators should fill out the Observations Summary section, recording the flow of exercise play and times actions occurred during the exercise. Then the evaluator should complete the Analysis section, recording the top three Strengths and top three Areas for Improvement observed during the performance of each Capability.